

**BY ORDER OF THE COMMANDER  
OF 445TH AIRLIFT WING**

**445TH AIRLIFT WING INSTRUCTION  
36-2901**



**8 NOVEMBER 2012**

**Personnel**

**445AW FITNESS PROGRAM**

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This instruction implements AFI 36-2905 and AFPD 36-29 provides guidance and procedures for implementing the AF Fitness Program. This instruction applies to all Air Force Reserve (AFR) members assigned to the 445th AW. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Systems (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. The Commanders Intends for every Airman to maintain AF fitness standards 365 days a year. Maintaining total fitness and an active lifestyle will increase productivity, optimize health, and maintain a higher level of readiness. This is an integral part our mission requirements.

**1. Responsibilities.**

1.1. Wing Commander or Equivalent. Executes and enforces the Fitness Program (FP) and ensures compliance.

1.1.1. Administers appropriate actions in case of non-compliance.

1.1.2. Ensures equitable administration of Fitness Assessment (FA) throughout the Wing.

1.1.3. Ensures Unit Commanders (CCs) implement and maintain fitness programs.

1.1.4. Provides appropriate manpower, safe facilities, equipment, resources and funding to support the FP needs.

1.1.5. Support Unit CC regarding the use of duty time for physical training (PT) during unit training assembly (UTA) annual tours (AT) and special duty.

1.2. Medical Unit Responsibilities for Support to Wing/Group.

1.2.1. Appoints a Medical Liaison Officer (MLO) to serve as the FP consultant to all other medical providers and support staff.

1.2.2. Ensures all medical providers receive training on FP and Duty Limiting Conditions (DLC) guidelines. Training includes FP policies, medical conditions, and medications affecting FAs and DLC procedures.

1.3. Fitness Program Manager (FPM).

1.3.1. Provides annual training for fitness staff on topics relating to physical activity.

1.3.2. Provides UFPM or designated unit representative blocks of testing dates and times for FAs.

1.3.3. Ensures FA equipment is procured, maintained, and replaced as needed.

1.3.4. Assigns Air Force Fitness Management Systems (AFFMS) user roles and privileges to Wing personnel.

1.3.4.1. Requests will be made on official letterhead with the Individual(s) rank, name, AF Portal login, and duty phone. The members' most recent Fit Test score sheet must be attached. Letter will also include the Personal Accounting Symbol (PAS) Code for the unit you need access to. Letter will be signed by the Unit/CC and will replace any previous letter that had been submitted.

1.3.5. Responsible for imputing Commanders Waivers in to AFFMS.

1.3.5.1. Requests must be on official letterhead with member's rank, full name, with the reason for the exemption and the length of time the exemption is requested. Letter must be signed by the commander with the members' last Fitness score sheet attached.

1.3.6. Maintains an 80% or higher on the FA.

1.3.6.1. If a FA score falls below an 80% but is still a satisfactory score, FPM will have six months to regain an 80% or will be removed from the position.

1.3.6.2. If the FPM's FA score falls below a 75%, then the individual will be removed from the position at the earliest possible opportunity.

1.4. 445 Aerospace Medicine Squadron (AMDS).

1.4.1. Provides risk assessment and recommendations for members with a high-risk response on a FSQ upon referral by the unit or fitness staff.

1.4.2. Evaluates members who remain in an Unsatisfactory Fitness category to rule out medical cause as requested by FPM, CC, UFPM, or supervisor.

1.4.2.1. Evaluates members with four Unsatisfactory Fitness scores within 24 months of last failure.

1.4.2.1.1. Member will be evaluated by their Personal Care Provider (PCP) to

rule out medical issues. 4Fourth failure medical evaluation letter will be given to the PCP.

1.4.2.1.2. With PCP medical documentation, 4th failure medical evaluation letter, and completed AF Form 108, the member will return to the 445 Aerospace Medicine Squadron (AMDS) for verification.

#### 1.5. Unit/Squadron Commander (CC) or Equivalent.

1.5.1. May exempt members assigned Deployment Availability Code (DAV) codes rendering them unable to participate in Fit Testing.

1.5.1.1. Codes, 36, 37, 41, and 42 require an exemption letter submitted prior to an exemption from AFFMS.

1.5.1.1.1. DAV code 36: Prisoner.

1.5.1.1.2. DAV code 37: Pending court martial/civil trial.

1.5.1.1.3. DAV code 41: Medical Deferment.

1.5.1.1.4. DAV code 42: Physical Evaluation Board (PEB) action.

1.5.1.2. Exemption letters will be submitted as described in section 1.5.9.1.

1.5.2. May exempt members profiled "4", duty limiting condition, code 31 or 37. These individuals may not perform military duty for pay or points.

#### 1.6. Fitness Leader (FL).

1.6.1. Reviews completed FSQ prior to allowing any member to conduct an official FA. Forwards any FSQs with high-risk response to 445<sup>th</sup> Aerospace Medicine Squadron (AMDS). If member has a component exemption, an AF Form 469 and an AF Form 422 must be provided to the member by the 445<sup>th</sup> Aerospace Medicine Squadron (AMDS).

1.6.2. Oversees the Fit Test during UTAs.

1.6.2.1. Assigns duties to the PTLs for testing.

1.6.2.2. Ensures all members who are scheduled are properly tested and scores recorded.

1.6.3. May enter member's component exemptions and FA results into the AFFMS.

1.6.4. Ensures that all members and PTLs perform the test with the highest of Integrity and Uniformity.

1.6.5. Maintains an 80% or higher on the FA.

1.6.5.1. If a FA score falls below an 80% but is still a satisfactory score, FL will have six months to regain an 80% or will be removed from the position.

1.6.5.2. If the FL's FA score falls below a 75%, then the individual will be removed from the position at the earliest possible opportunity.

1.6.6. Handles any dispute IAW AFI 36-2905 and wing policy.

#### 1.7. Unit Fitness Program Manager (UFPM).

- 1.7.1. Schedules members for Fit Test.
- 1.7.2. Provides access to FSQs and score sheets prior to testing.
  - 1.7.2.1. FSQs should be completed no earlier than 90 days and no later than seven days prior to testing.
- 1.7.3. Ensures member accomplishes Be Well on Advanced Distributed Learning Service (ADLS) when receiving an unsatisfactory fitness score.
  - 1.7.3.1. Enters member's completion of Be Well into AFFMS, and places a copy in the members file.
- 1.7.4. Case file contained IAW AFMAN 33-363: score sheet with signatures as required, fitness questionnaire, AF Form 108, 1975 , BE WELL certificate and AF Forms 422/469 as needed.
  - 1.7.4.1. Notifies Unit Commander on these exemptions.
  - 1.7.4.2. Refers member to 445 AMDS for a medical evaluation if member has been exempted for same issue twice in a row (Refer to 3.2.3.).
  - 1.7.4.3. Member will retain a copy of this evaluation in their fitness file.
  - 1.7.4.4. Ensures case file is maintained in a safe location.
- 1.7.5. Maintains an 80% or higher on the FA.
  - 1.7.5.1. If a FA score falls below an 80% but is still a satisfactory score, UFPM will have six months to regain an 80% or will be removed from the position.
  - 1.7.5.2. If the UFPM's FA score falls below a 75%, then the individual will be removed from the position at the earliest possible opportunity.
- 1.7.6. Schedules appointment for member to be evaluated by MLO when they have DLC for involving the same issue, for two FA(s) in a row.
- 1.7.7. Maintains copies in case files of score sheets, fitness questionnaires, AF Form 108, Be Well Certificate, AF Form 1975, AF Forms 422/469, Commander/Deployment Exemptions, PTL training certificates as well as Unit Commander monthly fitness status reports a minimum of two years for SAV purposes.
- 1.8. Physical Training Leader (PTL).
  - 1.8.1. Maintains an 80% or higher on the FA.
    - 1.8.1.1. If a FA score falls below an 80% but is still a satisfactory score, PTL will have six months to regain an 80% or will be removed from the position.
    - 1.8.1.2. If the PTL's FA score falls below a 75%, then the individual will be removed from the position at the earliest possible opportunity.
- 1.9. Member.
  - 1.9.1. Maintains current status in FP.
  - 1.9.2. Failure to complete the required testing documents can result in being turned away from testing and reported as a "No Show."

## 2. Fitness Assessment.

2.1. Scheduling. UFPM(s) will be responsible for scheduling the unit members for the Fit Test before the non current date.

2.1.1. It is the members overall responsibility to monitor and maintain a current/passing fitness score. Scheduling the Fit Test is also the overall responsibility of the member. The member is responsible for knowing when they are due.

2.1.2. Scheduling rights are given only to the UFPMs, Wing Program Managers, Fitness Leaders and full time ART's/AGR's in each unit (i.e. if necessary).

2.1.3. Access will be granted by the FPM when requested by the Unit/CC.

2.1.3.1. Requests for access will be submitted on official letter head with the Rank, full names of the member, AF Portal login, the PAS code of the unit requesting, and office phone number. Letter will be signed by the Unit/CC. A copy of the members most recent score sheet must be attached.

2.2. Fitness Assessment Requirements.

2.2.1. Uniform – Official Air Force PT Uniform will be worn for Fit Testing in accordance with AFI 36-2905, and specifically, as stated in AFI 36-2903 Dress and Personal Appearance of Air Force Personnel.

2.2.2. Military I.D – DoD Common Access Card (CAC).

2.2.3. FSQ – Fitness Screening Questionnaire.

2.2.4. Fitness Score Sheet – Completed prior to arrival with Name, Rank, Unit, SSN, Date of Test, Age, and if member is, or is not on a profile.

2.2.5. Completed and signed AF Forms 422 and 469 (i.e. if needed).

2.3. Fitness Assessment Procedures.

2.3.1. Arrival – Members will arrive 30 min prior to start time with all mandatory items.

2.3.1.1. No late arrivals will be accepted.

2.3.1.2. Individuals turned away from fitness testing will return to their Unit Fitness Program Manager (UFPM) to reschedule.

2.3.2. Check In- Will begin no later than scheduled start time.

2.3.2.1. Morning Fit Testing will begin at 0830 on both Saturday and Sunday of each scheduled UTA and conclude once all scheduled members have completed all required portions.

2.3.2.2. Afternoon Fit Testing will begin at 1300 on both Saturday and Sunday of each scheduled UTA and conclude once all scheduled members have completed all required portions.

2.3.2.3. Upon completion of check in, no other testing members will be accepted.

2.3.2.4. During the check in process, members testing will present their Military I.D., FSQ, Score Sheet, and AF Form 422 and 469 if applicable. At this time the FL will verify that the member had been scheduled and is able to perform the Fit Test. Upon

verification during the check in process, the member will then proceed to the Height and Weight Portion of the Fit Test.

2.3.3. Height and Weight- Member will remove shoes and PT jacket before taking measurement.

2.3.3.1. Height and Weight will be measured in accordance with AFI 36-2905.

2.3.3.2. Once complete, height and weight will be documented on the FA score sheet, the member will then proceed to the Abdominal Circumference Measurement portion.

2.4. Abdominal Circumference/Body Composition Measurement (AC/BC)- PTL will call the member into the designated Measurement Location. Upon entering, the member will lift all upper PT garments to include PT t-shirt and under shirt so that the Members waist is exposed and clothing does not interfere with the measurement. If clothing interferes with the measurement, the Member will be required to take the PT shirt off.

2.4.1. AC/BC measurements will be conducted in accordance with AFI 36-2905.

2.4.1.1. PTL's will take and document three separate measurements, and annotate the results (IAW AFI 36-2905) on the FA score sheet.

2.4.1.2. After the AC/BC measurement is documented, the member will don their upper garments (IAW AFI 36-2903) and proceed to the Fit Test staging area for the Muscle endurance portion of the Fit Test.

2.4.2. Muscle Endurance- During this portion of the Fit Test members will be instructed to remove their PT jackets and/or PT sweatshirts before proceeding. PTL's will read the procedures and demonstrate proper form (IAW AFI 36-2905) and briefly go over some of the common mistakes.

2.4.2.1. FL and PTL's will be responsible for posting "basketball court closed" sign at the main entry/exit of the basketball court. Sign will remain in place to advise the general public that the court is closed until the push-up/sit-up portion of Fit Testing is concluded.

2.4.2.2. Push Ups- Members will have 60 seconds to perform as many push-ups (in proper form) as possible.

2.4.2.2.1. PTL's will conduct, and members will perform, the push-ups portion of the Fit Test IAW AFI 36-2905.

2.4.2.2.2. Members will line up in four rows behind a designated demarcation line. Members will not go to the same line where there is a PTL from their Squadron.

2.4.2.2.3. PTL's will call the first person from each line up to the exercise area.

2.4.2.2.4. The PTL will count the members push-ups and monitor for proper form. PTL will notify member when the push-up is being performed improperly and adjust the count as needed. The member will have 60 seconds to complete the push-up assessment.

2.4.2.2.5. When finished, the Member will proceed to the back of the line from which they came and wait for the next portion of testing.

2.4.2.2.6. The PTL will then call another member from the line to perform the test. This action will repeat until all members required to complete the push-up portion have done so.

2.4.3. Sit-Ups-Members will have 60 seconds to perform as many sit-ups (i.e. in proper form) as possible.

2.4.3.1. PTL's will conduct, and all members will perform, the sit-ups portion of the Fit Test IAW AFI 36-2905.

2.4.3.1.1. Recommended procedures are that members will line up in four rows behind a designated demarcation line. Members will not go to a line where the PTL is from their Squadron.

2.4.3.1.2. PTL's will call the first two members of each line out to the exercise area, and have testing member "A" assume the proper sit-up position.

2.4.3.1.3. Testing member "B" will hold the first testing member (testing member "A's) feet.

2.4.3.1.4. The PTL will count member "A's sit-ups, looking for proper form IAW AFI 36-2905.

2.4.3.1.5. The PTL will notify the member when the sit-up is being performed improperly and adjust the count as needed.

2.4.3.1.6. When finished, the first testing member (member "A") will be assigned a jersey for the cardio component portion of the test and will return to the bleachers to wait for the next portion of testing. The second testing member (member "B") now becomes the first testing member (member "A").

2.4.3.1.7. PTL's will then call another testing member from each line to hold the feet of the member now testing. This member now becomes the second testing member.

2.4.3.1.8. This procedure will repeat until all testing members have completed the sit-up portion of the Fit Test.

2.4.4. Cardio Endurance 1.5 mile run/1 mile walk Depending on the weather conditions specified in AFI 36-2905 members will be required to perform the cardio endurance portion of the Fit Test in doors at the Wright-Patterson Fitness Center (WPFC) or the outside adjacent track.

2.4.4.1. 1.5 Mile Run (Indoor). Members will be given a numbered and colored jersey at the end of the muscle endurance portion to wear during the 1.5 mile run.

2.4.4.1.1. FL and PTL's will be responsible to coordinate with the main desk so that they can announce when the track is closed for Fit Testing.

2.4.4.1.2. PTL's will conduct, and all required members will perform the 1.5 mile run portion IAW AFI 36-2905.

2.4.4.1.3. Recommended procedures are that no more than 12 testing members will run on the indoor track at once. One PTL will monitor no more than three

members performing this portion of the test.

2.4.4.1.4. Members will be authorized to use their personal headphone devices (iPods, MP3, Etc.) in accordance with base policy.

2.4.4.1.5. Testing members will need to complete 13.5 laps around the track in order to finish the Cardio Endurance portion of the Fit Test. Members must use the center lane (grey lane) for the test and the outer most lane (blue lane) to pass. At no time during the Fit Test will the testing members run or pass on the inner most lane (red lane), this lane is reserved for cool down laps after the testing members has completed their 13.5 laps.

2.4.4.1.6. PTL's will remove individuals from testing caught running in the inner most lane (red lane); those members will fail the Cardio Endurance portion and have to re-test.

2.4.4.1.7. PTL's will not score members from their same unit. In the event that such a situation cannot be avoided, PTL's will notify the FL.

2.4.4.2. 1.5 Mile Run (outdoors). Members will be given a numbered and colored jersey at the end of the muscle endurance portion to wear.

2.4.4.2.1. PTL's will conduct, and all required members will perform, the 1.5 mile run portion of the Fit Test IAW AFI 36-2905.

2.4.4.2.2. Recommended procedures are that no more than 24 testing members will run on the outdoor track at a time.

2.4.4.2.3. Members will be authorized to use their personal headphone devices (iPods, MP3, Etc.) during this portion of the testing in accordance with base policy.

2.4.4.2.4. Testing members will need to complete three laps around the track in order to finish the Cardio Endurance portion of the Fit Test.

2.4.4.2.5. Members must remain on the track through the entire three laps in order to finish.

2.4.4.2.5.1. PTL's will remove individuals from testing who leave the track before finishing the three laps, those members will fail the Cardio Endurance portion and have to re-test.

2.4.4.2.6. PTL's will not score members from their same unit. In the event that such a situation cannot be avoided, PTL's will notify the FL.

2.4.4.2.7. FL's and PTL's will be responsible for posting 'track closure' sign at the bleachers of the outdoor track during both morning and afternoon sessions of the 1.5 mile run/ 1 mile walk portion of Fit Testing. Sign will remain in place to advise the general public that the track is closed until the run/walk portion of the fit testing is concluded.

2.4.4.3. 1 Mile Walk (indoor). Member will be given a numbered and colored jersey before the muscle endurance portion to wear during the 1 mile walk.

2.4.4.3.1. PTL's will conduct, and all required members will perform, the 1 mile walk portion of the Fit Test IAW AFI 36-2905.

2.4.4.3.2. Recommended procedures are that no more than three testing members will walk on the indoor track with the running groups.

2.4.4.3.2.1. When testing walkers independently, PTL's can monitor no more than three at a time.

2.4.4.3.3. Members are not authorized to wear listening devices while performing the walk.

2.4.4.3.4. Testing members will need to complete nine laps around the track in order to finish the Cardio Endurance portion of the Fit Test.

2.4.4.3.5. Members must use the center lane (grey lane) for the test and the outer most lane (blue lane) to pass. At no time during the Fit Test will the testing members walk or pass in the inner most lane (red lane), this lane is reserved for cool down laps after the testing members has completed their nine laps.

2.4.4.3.5.1. PTL's will remove individuals from testing caught walking in the inner lane (red lane); those members will fail the Cardio Endurance portion and have to re-test.

2.4.4.3.6. PTL's will not score members from their same unit. In the event that such a situation cannot be avoided, PTL's will notify the FL.

2.4.4.3.7. FL and PTL's will be responsible to coordinate with the main desk so that they can announce when the track is closed for Fit Testing.

2.4.4.4. 1 Mile Walk (outdoor). Members will be given a numbered and colored jersey before the muscle endurance portion to wear during the 1 mile walk.

2.4.4.4.1. PTL's will conduct, and all required members will perform, the one mile walk portion of the Fit Test IAW AFI 36-2905.

2.4.4.4.2. Members are not authorized to wear listening devices while performing the walk.

2.4.4.4.3. Testing members will need to complete two laps around the track in order to finish the Cardio Endurance portion of the Fit Test. Members must remain on the track through the entire two laps in order to finish.

2.4.4.4.3.1. PTL's will remove individuals from testing who leave the track before finishing the two laps, those members will fail the Cardio Endurance portion and have to re-test.

2.4.4.4.4. PTL's will not score members from their same unit. In the event that such a situation cannot be avoided, PTL's will notify the FL.

2.4.4.4.5. FL's and PTL's will be responsible for posting 'track closure' sign at the bleachers of the outdoor track during both morning and afternoon sessions of the 1.5 mile run/ 1 mile walk portion of Fit Testing. Sign will remain in place to advise the general public that the track is closed until the run/walk portion of the fit testing is concluded.

2.4.5. Test Completion/Scoring- Upon completion of all the components of the Fit Testing Members will return to check in and wait for the FL and PTL's to score test results.

2.4.5.1. FL and PTL's will score test component results once all required components have been accomplished.

2.4.5.2. Members will be given a copy of their FA Score Sheet to take to their UFPM upon completion of all components of the Fit Testing/Scoring.

2.4.5.3. FPM and FL's will be the only individuals with access to input scores into AFFMS, and will be responsible for inputting the final scores of all testing members.

2.4.5.4. Score sheets will be maintained by the FPM for one year.

2.5. Currency. Established upon completion of the program requirements based on the member's most recent fitness level.

2.6. Any deviation from established procedures not in a direct violation AFI 36-2905 does not justify as a legitimate reason to dispute testing results.

### **3. Exemptions.**

#### 3.1. General.

3.1.1. AF Form 469/422 will be maintained for two years.

3.1.2. UFPM notifies FPM or FL of all exemptions. FPM/FL enters exemptions into AFFMS.

#### 3.2. Exemptions

3.2.1. When a member receives a DLC, that member must provide documentation from their PCP before an AF Form 469 is issued. Documentation must contain diagnosis, treatment, physical limitations, and an expiration date.

#### 3.3. Pregnancy.

3.3.1. UFPMS will contact FPM with member's pregnancy exemption. UFPM must provide pregnancy exemption and members' height and weight. FPM will exempt member in AFFMS. Both UFPM and FPM will retain a copy of exemption in the records.

#### 3.4. Fitness Test Deferral

3.4.1. Member must contact PCP for evaluation of risk factors, medical treatment (if necessary), for dietary guidance, and (i.e. if appropriate) for an exercise prescription.

3.4.2. Member will return to the 445 AMDS with medical documentation from PCP and ARC Fitness Deferral Follow-up Questionnaire to be evaluated by the MLO. MLO will review documentation and indicate if member is allowed to perform FA.

3.4.3. If member is to be deferred, member must take documentation to UFPM who will contact FPM (providing documentation). FPM will then exempt member for 90-days. Both UFPM and FPM will keep documentation of deferral in records. Member can defer Fit Test one time.

#### **4. Physical Fitness Education/Intervention.**

##### 4.1. BE Well.

4.1.1. If member passes the FA then next assessment fails, then the member must retake the Be Well training.

#### **5. Special Populations.**

##### 5.1. Individual Reservists.

5.1.1. The attached/assigned RegAF unit is responsible for management of the FP for IRs.

5.1.2. Member must be in a military duty status during assessment.

#### **6. Fitness Metrics.**

##### 6.1. Reporting Requirements.

6.1.1. UFPMs will forward the monthly unit statistics to the FPM who will use this to generate wing statistics for the wing CC.

#### **7. Personnel Actions.**

##### 7.1. Administrative and Personnel Actions (See Attachment 19 AFI 36-2905).

7.1.1. Once member returns from the Fit Test, the UFPM will have the member accomplish the Be Well program (i.e. if necessary) and AF Form 108.

7.1.2. Retention/Separation Procedures. Taken when a member receives four unsatisfactory fitness assessments within a 24-month period.

7.1.2.1. Once the member returns from the Fit Test, the UFPM will have the Be Well program (i.e. if necessary) and AF Form 108 accomplished. UFPM will also make arrangements with 445 AMDS for the member to be medically evaluated for the next scheduled UTA.

7.1.2.2. UFPM will then have the member take the "Medical Evaluation Letter" to their PCP. Member must return with this form and a diagnosis by their PCP by the next scheduled UTA.

7.1.2.3. Member will take the Medical Evaluation Letter, PCP recommendations, and completed AF Form 108 to 445 AMDS appointment. At this time the medical staff will determine if there is a medical cause for the members unsatisfactory score(s) and annotate it on the AF Form 108.

7.1.2.4. Member will return the results to the members UFPM who will place a copy in the member's records and notify the Unit/CC of the results.

7.1.2.5. Unit /CC will make a retention/discharge recommendation to the Wing/CC.

7.1.2.5.1. Retaining Member. A decision to retain the member does not remove or discount previous FAs. All future discharge/retaining decisions will be handled IAW AFI 36-2905 paragraph 9.1.5.2.3.

##### 7.2. AF Form 108, Physical Fitness Education and Intervention Processing.

7.2.1. AF Form 108 is a tool to document mandatory education and intervention requirements.

7.2.2. The failure of command to sign, annotate, or complete the AF Form 108 in no way lessens the members' responsibility for compliance with AF fitness standards.

7.2.3. UFPMs initiate and annotate mandatory appointments on AF Form 108 to include date/time and location.

7.2.3.1. Member will sign the AF Form 108 to acknowledge Be Well enrollment.

### 7.3. Forms Prescribed.

7.3.1. AF Form 108, Physical Fitness Education and Intervention Processing; AF Form 422, Physical Profile Serial Report; AF Form 469, Duty Limiting Condition Report; AF Form 1975, Fitness Improvement Activity Log.

## 8. Administrative Requirements.

### 8.1. Fitness Program Manager Requirements.

8.1.1. FPM will retain all required documents used during Fit Testing for two years. Documents will be maintained IAW AFMAN 33-363.

8.1.1.1. This will include score sheets, FSQs, 469/422s, attendance sheets, statistics sheet, Augmentee sign-in sheets and Augmentee user agreements.

8.1.1.2. Documents will be held in a file with the date of the testing within an area specifically designated for fitness testing records.

8.1.2. A binder will be maintained which will contain appointment letters of UFPMs from each Unit/Squadron.

8.1.2.1. Each letter will be retained until a new letter is generated to replace it.

8.1.2.1.1. When a new UFPM is appointed the Unit/CC will generate a new appointment letter. A copy will be retained with the UFPMs records and in the FPM binder.

8.1.3. A binder will be maintained which will contain Commanders/Deployment Exemptions. Commanders/Deployment Exemptions will be maintained for two years. Documents will be maintained IAW AFMAN 33-363.

8.1.3.1. Deployment Exemption will contain member's full name, and dates member will be deployed. A copy of the member's last Fit Test score sheet will be attached.

8.1.3.2. Commanders Exemptions will include members full name, reason for exemption (e.g., medical, separation, etc.), and expiration date of exemption. If there is no date included, exemption will be good for one year, and then another letter will need to be accomplished. If one exists, a copy of members previous score sheet will be attached.

8.1.4. A binder will be maintained which will contain PTL/UFPM training records. These records will be updated as training is given and new PTL/UFPMs are assigned.

8.1.4.1. An accurate spread sheet will be maintained of who is current/non-current in the training.

8.1.4.2. PTL/UFPM CPR certification dates will be also be kept in this binder.

8.1.4.3. An accurate spread sheet will be maintained of who is current/non-current in the training.

8.1.5. A binder will be maintained which will contain SAVs on individual units. This information will be maintained for two years.

8.1.5.1. The binder will contain; Inspection requirements, inspection checklist, SAVs for each unit, corrections to be made and the items corrected. Corrections will be submitted in writing on Official letterhead to UFPM and Unit/CC. Items corrected will be submitted by UFPM and signed by the Unit/CC and sent to FPM. Copies of the SAV, Items to be corrected, and corrected items will be maintained by both the UFPM and FPM.

8.1.6. A binder will be maintained which will contain Monthly Statistics Reports from each Unit. These records will be maintained for two years.

## 8.2. Unit Fitness Program Manager Requirements.

8.2.1. A six part folder will be maintained for each member in the unit. Folder will contain:

8.2.1.1. Fitness score sheet. Maintained for two years.

8.2.1.2. Fitness Screening Questionnaire (FSQ). Maintained for two years.

8.2.1.3. AF Form 108 (i.e. if necessary). AF Form 108 will be maintained for two years.

8.2.1.4. AF Form 422/469 (i.e. if necessary). AF Form 422/469 will be maintained for two years.

8.2.1.5. AF Form 1975 (i.e. if necessary). Documents will be retained for two years.

8.2.1.6. Commanders/Deployment Exemptions. Exemptions will be maintained for two years.

8.2.1.7. Be Well Certificate (i.e. if necessary).Maintained for two years.

8.2.2. A binder will be maintained that will contain.

8.2.2.1. UFPM and PTL appointment letters.

8.2.2.2. Monthly reports for Unit/CC. Reports will be retained for two year.

8.2.2.3. PTL/UFPM training certificates.

8.2.2.4. CPR certifications.

8.2.2.5. Commanders/Deployment Exemptions. Maintained for two years.

8.2.2.6. SAV, Items to be Corrected, and Corrected Items. Maintained for two year.

8.2.2.6.1. UFPM will have 60 days to correct the items.

## 9. Staff Assistant Visit (SAV).

9.1. The purpose of a (SAV) is to help UFPM(s) maintain continuity, a healthy physical training program, and compliance with 445 AW Fitness Instruction and AFI 36-2905 standards. SAVs are conducted to assist units in repairing dormant, non compliant, deficient programs, or for any other reason deemed necessary by the Wing Commander. SAVs check for program compliance, identify and resolve shortfalls, and provide guidance to UFPMs and PTLs as required. SAVs will be conducted annually.

9.2. SAV inspection items consist of individual unit members case files and UFPM Continuity Binders. Documents will be maintained IAW AFMAN 33-363. Items listed below must be maintained on file a minimum of two years form date initiated.

9.2.1. Individual unit members case files must have the required items listed in section 8.2.1.

9.2.2. UFPM Continuity Binder must maintain the required documents listed in section 8.2.2.

9.3. Unit Compliance Inspection(UCI) items at the Wing level will consist of all required items listed in section.

9.3.1. FPM is responsible for maintaining Unit SAV results for a minimum of two years.

9.3.2. FPM will do a self inspection annually.

STEPHEN D GOEMAN, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Reference******Adopted Forms***

AF Form 108, Physical Fitness Education and Intervention Processing.

AF Form 1975, Fitness Improvement Activity Log- Aerobic Training-Strength Training.

AF Form 469, Duty Limiting Condition Report.

AF Form 422, Notification of Air Force Member's Qualification Status.

***Abbreviations and Acronyms***

**AC/BC**—Abdominal Circumference/Body Composition

**ADLS**—Advanced Distributed Learning Service

**AED**—Automated External Defibrillator

**AF**—Air Force

**AFFMS**—Air Force Fitness Management System

**AGR**—Active Guard/ Reservist

**ARC**—Air Reserve Components

**ART**—Active Reserve Technician

**AT**—Annual Tour

**BLS**—Basic Life Saving

**CAC**—Common Access Card

**CP**—Cardio Pulmonary Resuscitation

**DLC**—Duty Limiting Conditions

**DoD**—Department of Defense

**FA**—Fitness Assessment

**FL**—Fitness Leader

**FIP**—Fitness Improvement Plan

**FP**—Fitness Program

**FPM**—Fitness Program Manager

**FSQ**—Fitness Screening Questionnaire

**IAW**—In Accordance With

**IR**—Individual Reservist

**LOD**—Line of Duty

**MAJCOM**—Major Command

**MLO**—Medical Liaison Officer

**MTF**—Military Treatment Facility

**PCP**—Primary Care Provider

**PT**—Physical Training

**PTL**—Physical Training Leader

**SAV**—Staff Assistant Visit

**SSN**—Social Security Number

**UCI**—Unit Compliance Inspection

**UFPM**—Unit Fitness Program Manger

**UTA**—Unit Training Assembly

**WPFC**—Wright-Patterson Fitness Center